**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** |  **Uniform Coordinator** |
| **Reports to:** | Executive & General Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer |
| **Time Commitment** |  |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles. The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.**Netball Victoria Commitment to Safeguarding Children & Young People**Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.​ |

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| **Primary Purpose of Position** |
| * Effectively manage Association or Club uniform stock, ordering and distribution
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| **Key Responsibilities**  |
| * Order uniforms as needed for the club from the nominated supplier
* Provide the Treasurer invoices for the payment to the supplier
* Be available to attend registration days and pre-season trainings to organise new uniforms for new and/or returning netball players
* Distribute uniforms once full payment has been received
* Ensure there is enough stock available in all sizes for when players need replacement uniform
* Order in new stock when supplies are low but to ensure only minimal supplies are kept in stock
* Review uniform costs and pricing, in consultation with the committee on an annual basis
* Consider any new uniform items that may be required
* Complete annual stock take of uniforms
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| **Knowledge, Skills & Abilities** |
| * Strong Interpersonal and oral communication skills including the ability to effectively liaise with players, coaches and administrators
* Strong organisation skills
* Demonstrate initiative and ability to work in an autonomous manner
* Able to keep good records and work in a logical manner
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| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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